

consonance with the Defense Cataloging and Standardization Act (Sections 2451-2456, title 10, U.S.C. chapter 145), managed by the General Services Administration, for the purpose of coordinating civilian and military standardization functions to avoid unnecessary duplication. Within the program, procedures and controls govern the development, coordination, approval, issuance, indexing, management, and maintenance of product descriptions in the Federal series (Federal specifications, Federal standards, and CID's) that define commercial products and products that have high potential for common Federal agency use.

### **Subpart 101-29.3—Responsibilities**

#### **§ 101-29.301 General Services Administration.**

##### **§ 101-29.301-1 Policies and procedures.**

The Administrator of General Services is responsible for establishing policies and procedures, in coordination with the other agencies, for the preparation, coordination, approval, issuance, and maintenance of product descriptions in the Federal series of specifications, standards, and CID's.

##### **§ 101-29.301-2 Federal Standardization Handbook.**

The Assistant Administrator for Federal Supply and Services will issue and maintain on a current basis a "Federal Standardization Handbook." The Federal Standardization Handbook sets forth operating procedures and applicable definitions used in the development of Federal product descriptions under the Assigned Agency Plan described therein. Federal agencies shall adhere to the provisions of the handbook in the development and coordination of Federal product descriptions.

##### **§ 101-29.301-3 Availability of Federal product descriptions.**

The Assistant Administrator for Federal Supply and Services will promulgate and maintain on a current basis the "Index of Federal Specifications, Standards and Commercial Item Descriptions." The Index lists Federal product descriptions which have been printed and distributed, including

those which are mandatory for use, and identifies the sources from which these documents may be obtained. Supplements to the Index indicate the dates on which the use of new Federal product descriptions become mandatory. The Department of Defense also lists Federal product descriptions in the "Department of Defense Index of Specifications and Standards."

#### **§ 101-29.301-4 Periodic review of Federal product descriptions.**

The Assistant Administrator for Federal Supply and Services is responsible for establishing a program for periodically reviewing Federal product descriptions to determine whether revision, cancellation or reauthorization (validation) is appropriate. The frequency of the review shall be based on the degree of change in the technology of the product covered by the description and shall be conducted at least once every 5 years.

#### **§ 101-29.302 Other Federal agencies.**

Heads of other Federal agencies are responsible for adhering to the policies and procedures established by GSA for management and control of Federal product descriptions and for the use of these documents in acquisition as applicable.

#### **§ 101-29.303 All Federal executive agencies.**

(a) Federal executive agencies shall evaluate the effectiveness of their Federal product descriptions by:

(1) Establishing a system for obtaining user critiques of products acquired using those descriptions; and

(2) Establish a method whereby the preparing activity can locate and communicate with the users.

(b) The system shall encourage users to communicate with acquisition organizations regarding:

(1) The user's essential requirements;

(2) Product suitability for use in the user's environment;

(3) Product failures and deficiencies;

(4) The needs of the logistics system; and

(5) Suggestions for corrective actions.